

**Chelsea District Library Board of Trustees
Minutes of Special Meeting**

Thursday, June 4, 2020 9:30 am
Meeting Location: Remote, Using Zoom

Trustees in Attendance: S. Lackey, TJ Helfferich, G. Munce, J. Carr, E. Sensoli, A. Merkel, & C. Taylor.

Trustees Absent: None

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests: Terri Lancaster, Head of Circulation

Welcome and Call to Order

S. Lackey called the meeting to order at 9:31 a.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the agenda.

Discussion: None

All Ayes: 7-0

Public Comment: Terri shared that she is ready to get back to work!

Discussion Item #1 & #2: CDL Reopening Policy & Plan

- Lori walked the board through the CDL Reopening Policy and the CDL Reopening Plan. She pointed out that all 3 pieces of library policy were drafted by the library's attorneys with the Reopening Executive Order and CDC protocol in mind.
- Reopening will involve some staff training and daily screenings. We need to prepare the building, too.
- Should take about a week before the library is up and running at Stage 3 (curb-side pickup).
- Linda shared that plexi-glass is going up at the checkout counter, but that we won't need to move much furniture, at least for the initial stages of reopening.
- Gary pointed out that the language in Section IV, part D, is confusing, but the Board discussed it thoroughly and came to an agreed understanding of its intent.
- Gary asked if Section V (Enforcement) and Section VI (Right of Appeal) were different than our regular policies on enforcement and appeals. Lori answered

that they were not and Gary suggested adding a line stating that these parts of the policy are consistent with current policies.

MOTION made by J. Carr, SECONDED by A. Merkel to add an amending line to Sections 5 & 6, stating that these enforcement and appeal processes are consistent with those specific policies already on the books. Discussion: None

All Ayes: 7-0

- Several more questions are bantered about and Gary announced that he needs to leave the meeting for a prior engagement.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Items 1 & 2 to Action Item #1. Discussion: None

All Ayes: 6-0

Discussion Item #3: COVID-19 Preparedness & Response Plan

- A brief discussion of the COVID-19 Preparedness & Response Plan was held, but most questions had already been answered in the previous discussion.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move Discussion Item #3 to Action Item #2. Discussion: None

All Ayes: 6-0

Action Item #1: CDL Reopening Policy & Plan

MOTION made by J. Carr, SECONDED by A. Merkel to approve the CDL Reopening Policy and the CDL Reopening Plan.
Discussion: None

All Ayes: 6-0

Action Item #2: COVID-19 Preparedness & Response Plan

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the COVID-19 Preparedness & Response Plan.
Discussion: None

All Ayes: 6-0

Public and Board Comment: None

Other Items: Anne left the meeting due to a prior engagement. Jan asked Lori to differentiate between the library reopening and the Friends returning, so there wouldn't be any confusion.

Adjourn:

MOTION made by TJ Helfferich, SECONDED by J. Carr to adjourn the meeting at 10:39 a.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date